

THIS POSITION IS LOCATED IN A SMOKE-FREE ENVIRONMENT

VACANCY ANNOUNCEMENT

NAO-03-37

OPENING DATE

03-17-03

CLOSING DATE

03-28-03

POSITION

Human Resources Assistant
(Office Automation)

LOCATION AND DUTY STATION

Navajo Area Office
Division of Personnel Management
Window Rock, Arizona

GRADE/SALARY

GS-203-05; \$25,467 per annum

NUMBER OF VACANCIES

One Vacancy (020301)

APPOINTMENT

PERMANENT

TEMPORARY APPT

NTE: 09-30-03

WORK SCHEDULE

☒ FULL TIME

☐ PART TIME

☐ INTERMITTENT

AREA OF CONSIDERATION

☐ COMMUTING AREA

☐ NAVAJO AREA WIDE

☒ IHS WIDE

☐ DHHS WIDE

SUPERVISORY/MANAGERIAL

☐ YES, MAY REQUIRE ONE-YEAR PROBATION

☒ NO

PROMOTION POTENTIAL

YES, TO GRADE:

NO KNOWN POTENTIAL

HOUSING

☐ GOVERNMENT HOUSING AVAILABLE

☒ PRIVATE HOUSING ONLY

TRAVEL/MOVING

☐ MAY BE PAID FOR ELIGIBLE EMPLOYEE

☒ NO EXPENSES PAID

DUTIES: Responsible for setting up folders for application received under the Delegated Examining Unit (DEU). Incumbent will assist in monitoring the application received to assure they are complete before applicants are being considered under the DEU. Provides assistance to the staffing and placement section on all merit promotion administration responsibilities. Establishes and maintains merit promotion folders. Prepares non-selection and selection letter. Advise non-selected applicants of reason(s) for non-selection. Requests prior service folders (OPF's) from FRC or other agencies. Verifies creditable service for service computation date, salary determination, career tenure, evidence of satisfactory completion of probation period, employment status. Greets and receives general public and applicants. Types a variety of personnel forms, correspondence to applicants, vacancy announcements and related merit promotion. Gathers and compiles information and data in preparing and completing narrative and/or statistical reports and projects. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS: YOUR DESCRIPTION OF WORK EXPERIENCE, LEVEL OF RESPONSIBILITY, AND ACCOMPLISHMENTS WILL BE USED TO DETERMINE THAT YOU MEET THE FOLLOWING REQUIREMENTS.

POSITIVE EDUCATION REQUIREMENT: NO

LICENSURE REQUIRED: NO

BASIC REQUIREMENTS: Candidates must have 52 weeks of specialized experience equivalent to at least GS-4 for the GS-05 grade level.

SPECIALIZED EXPERIENCE: Experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. Examples of the type of experience which will be credited are: practical knowledge of examining, recruiting or placement principles and providing administrative support in a personnel office, such as typing, filing, xeroxing, etc.. This experience would have to include preparing routing correspondence and/or reports, providing information and/or assistance to the public, and evaluating and screening documents for deficiencies.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE: GS-5: Successfully completed 4 years course above high school level in any field for which high school graduation or the equivalent is the normal prerequisite. This education must have been obtained in an accredited business, secretarial or technical school, junior college, college or university.

PROFICIENCY REQUIREMENTS: In addition to meeting experience or education requirements, applicants **MUST** show possession of typing skill, as appropriate. Applicants must present evidence of passing the typing performance test required by presenting a certificate of proficiency from a school or other organization authorized to issue such certificate attending to the required degree of proficiency in typing (40 words per minute typing speed; WPM are based on a five minute sample with three or fewer errors.) Typing proficiency certificate must be attached to your application.

TIME-IN-GRADE REQUIREMENTS: Candidate applying under the provisions of the Merit Promotion Plan must have had 52 weeks of specialized experience equivalent to the GS-04 level to qualify for the GS-05.

LEGAL AND REGULATORY REQUIREMENTS: Candidates must meet time-after competitive appointment, time-in-grade, and qualification requirements by the closing date of the vacancy announcement.

CONDITION OF EMPLOYMENT: Immunization Requirement - all persons born after 12-31-56 must provide proof of immunity to Rubella and Measles. Serology testing to confirm immunity and/or immunizations will be provided free of charge. Special consideration may be allowed to individuals who are allergic to a component of a vaccine, have a history of severe reaction to a vaccine, or who are currently pregnant. This applies to candidates for positions in any Service Unit or any Area Office position, which requires regular work at a Service Unit.

REASONABLE ACCOMMODATION: This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

NOTE Refer to Operating Manual Qualification Standards Handbook or the IHS Excepted Service Qualification Standards, Series **GS-203**, for complete information. Substitution of education for experience will be made in accordance with those standards. For more information, contact your servicing Personnel Office. **#IN ORDER TO OBTAIN EDUCATIONAL CREDIT, YOU ARE REQUIRED TO PROVIDE OFFICIAL COLLEGE TRANSCRIPTS BY THE CLOSING DATE OF THIS ANNOUNCEMENT.**

WHO MAY APPLY

Merit Promotion Plan (MPP) Candidates: Applications will be accepted from status eligibles (e.g., reinstatement eligibles and current permanent employees in the competitive Federal Service) and from current permanent IHS employees in the Federal Service who are entitled to Indian Preference.

Excepted Service Examining Plan (ESEP) Candidates: Applications will be accepted from individuals entitled to Indian Preference. Current permanent IHS Excepted Service employees and Competitive Service employees or Reinstatement eligibles entitled to Indian Preference may also apply under the provision of the Indian Health Service Excepted Service Examining Plan (ESEP). These candidates MUST indicate on their application for Federal employment whether their application is submitted under the IHS Excepted Service Examining Plan, the IHS Area Merit Promotion Plan, or both.

Applications will also be accepted from individuals eligible for non-competitive appointment (e.g., applicants eligible for appointment under the Veterans Readjustment Act, the severely handicapped, those with a 30% or more compensable service connected disability).

Veterans: Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP).

If you are a displaced Federal employee you may be entitled to receive special priority consideration under the ICTAP. To receive this priority consideration, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from OPM or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees.
 - A. Current or former career or career-conditional (Tenure group I or II) competitive service employees who:
 1. Received a special RIF separation notice; or
 2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
 3. Retired with a disability and whose disability annuity has been or is being terminated; or
 4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates retirement in lieu of RIF"; or
 5. Retired under the discontinued service retirement option; or
 6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.

OR
 - B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337(H) or 8456 of Title 5 United States Code.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement.)
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Be rated well qualified for the position including documented selective factors, quality ranking factors, physical requirements with reasonable accommodations and is able to satisfactorily perform the duties of the position upon entry.

EVALUATION CRITERIA: Evaluation will be made of Experience, Performance Appraisals, Training, Letters of Commendation, Self-Development, Awards and Outside Activities which are related to this position. To receive full credit for your qualifications provide a narrative statement which fully describes all aspects of your background as they relate to the knowledge, skills, and abilities (KSA's) outlined below and show the level of accomplishments and degree of responsibility.

The KSA's in your narrative statement will be the principle basis for determining whether or not you are highly qualified for the position. Describe your qualifications in each of the following:

1. Ability to work independently.
2. Ability to communicate orally.
3. Ability to meet and deal with variety of individuals.
4. Ability to use a computer.

SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS.

NOTE: **“Declaration for Federal Employment” (OF-306)** must be completed and submitted with original signature to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. Responding yes to any one of these two questions can make you ineligible for employment in this position. **If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.**

HOW AND WHERE TO APPLY: All applicants must submit **one** of the following to the Navajo Area Indian Health Service, Division of Personnel Management, P. O. Box 9020, Window Rock, Arizona 86515-9020, by close of business on the closing date:

1. OF-612, Optional Application for Federal Employment;
2. SF-171, Application for Federal Employment;
3. *Resume; or
4. *Other written application format.

FOR MORE INFORMATION CONTACT: Doris Edwards, Human Resources Specialist, (928) 871-1368.

A copy of an official Bureau of Indian Affairs Indian Preference Certificate, Form 4432 (or equivalent form issued by a Tribe authorized by PL 93-638 Contract to perform the certification function on behalf of the BIA), signed by the appropriate BIA Official, must be submitted if the applicant claims Indian Preference, or appropriate BIA form showing 50% or more blood quantum if applicant is not an enrolled tribal member. Navajo Area Indian Health service employees claiming Indian Preference need not submit the BIA form 4432 but must state that such documentation is contained in their Official Personnel Folder.

Veterans: Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

***INFORMATION REQUIRED FOR RESUMES AND OTHER APPLICATION FORMATS:** Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the personnel office to make a determination that you have the required qualifications for the position. SPECIFICALLY, THE INFORMATION PROVIDED UNDER #8 (HIGH SCHOOL), #9 (COLLEGES AND UNIVERSITIES), AND #10 (WORK EXPERIENCE) WILL BE USED TO EVALUATE YOUR QUALIFICATIONS FOR THIS POSITION. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION.

1. Announcement Number, Title and Grade of the position for which you are applying.
2. Full Name, Full Mailing Address, and Day and Evening Phone Numbers (with Area Codes).
3. Social Security Number.
4. Country of Citizenship.
5. Veteran's Preference Certificate: DD-214, and/or SF-15 if claiming 10 point preference. Veterans' Preference is not applicable to current DHHS permanent employees, Federal employees with competitive status, or reinstatement eligibles.
6. Copy of the latest SF-50, Notification of Personnel Action, if current or prior Federal employees.
7. Highest Federal civilian grade held (give series and dates held).
8. High School: Name, City, State (zip code if known) and date of Diploma or GED.
9. Colleges and Universities: Name, City, State (Zip code if known), majors, type and year of any degrees received (if no degree, show total semester or quarter hours earned); preferably attach transcripts.
10. Work experience (Paid and Non-Paid); Job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month/year), hours per week, and salary.
11. Indicate if we may contact your current supervisor.
12. Job related training courses, skills, certificates, registrations and licenses (current only), honors, awards, special accomplishments.

ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE
WE WILL NOT ACCEPT TELEFAXED APPLICATIONS

NOTE: Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, received full credit for their veteran preference determination, Indian Preference, education, training, and/or experience.

ADDITIONAL SELECTIONS: Additional or alternate selections may be made within 90 days from the date the certificate was issued if the position becomes vacant or to fill an identical additional position in the same geographic location.

INDIAN PREFERENCE: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act. The IHS is an Equal Opportunity Employer.

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SELECTIVE SERVICE CERTIFICATION: If you are male born after 12-31-59, and you want to be employed by the Federal Government, you must (subject to certain exemptions) be registered with the Selective Service System.

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EQUAL EMPLOYMENT OPPORTUNITY: SELECTION FOR POSITIONS WILL BE BASED SOLELY ON MERIT WITH NO DISCRIMINATION FOR NON-MERIT REASONS SUCH AS RACE, COLOR, RELIGION, GENDER, SEXUAL ORIENTATION, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, PHYSICAL HANDICAP, AGE, OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, PROMOTION OR APPOINTMENTS WILL NOT BE BASED ON PERSONAL RELATIONSHIP OR OTHER TYPES OF PERSONAL FAVORITISM OR PATRONAGE.

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EEO REVIEW/CONCURRENCE	DATE	PERSONNEL CLEARANCE	DATE
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EACH APPLICATION FORM AND DOCUMENT MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER - NAO-03-37. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORM MUST BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO

NOT HONOR REQUEST FOR XEROX COPIES. THE APPLICATION AND ATTACHMENTS BECOME THE PROPERTY OF THIS PERSONNEL OFFICE AND WILL NOT BE RETURNED. ORIGINAL SIGNATURES ARE REQUIRED ON THE APPLICATION FORM AND THE SUPPLEMENTAL QUESTIONNAIRE. ONLY MATERIAL SUBMITTED BY THE CLOSING DATE WILL BE CONSIDERED.

SUPPLEMENTAL QUESTIONNAIRE
Human Resources Assistant (Office Automation), GS-203-05

1. ABILITY TO WORK INDEPENDENTLY. The person in this position must have the ability to work under pressure and changing conditions while meeting deadlines in a busy environment with constant interruptions. This includes the ability to work on his/her own initiative and organizing the work and properly determining priorities. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

2. ABILITY TO COMMUNICATE ORALLY. This is the ability to communicate orally, by expressing oneself in a clear and concise manner with individuals of various backgrounds both within the organization and outside the organization. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

3. ABILITY TO MEET AND DEAL WITH VARIETY OF INDIVIDUALS. This is the ability to establish and maintain effective working relationships by exercising tact, diplomacy and mature judgment in meeting and dealing with a wide variety of individuals and groups in a variety of situations. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

4. ABILITY TO USE A COMPUTER. This is the ability in manipulating, converting or editing data from various software programs in order to compile reports and process variety of forms and correspondence. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

C E R T I F I C A T I O N

I CERTIFY that all of the statements made in the above questionnaire are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.

Signature of Applicant

Date